I/359

THE RECORDS MANUAL.

1888

BENGAL SECRETARIAT

PUBLISHED UNDER THE AUTHORITY OF THE BOARD OF REVENUE, L.P.

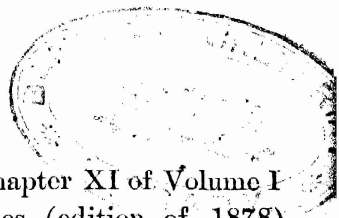
CALCUTTA:

PRINTED AT THE BENGAL SECRETARIAT PRESS.

1888.

Price—12 *Annas.*

PREFACE.



THIS Manual is a reproduction of Chapter XI of Volume I of the Board's Rules (edition of 1878) which it supersedes. References are in future to be made to this Manual only.

MR. REYNOLDS.

2. It has been thought desirable to republish these rules in the shape of a separate Manual for the following reasons. It will be more convenient to the ministerial officers, record-keepers, and their assistants, who are immediately concerned with the Records, to have the rules affecting their work in a handy shape instead of as a chapter of a large volume. Gazetted officers do not ordinarily find it necessary to make frequent references to Chapter XI of Volume I. Its omission admits of a reduction in the size of the Volume of rules on Miscellaneous subjects.

3. The Board's circulars relating to the matters comprised under the title 'Records' have been incorporated up to date.

4. Extracts from the Inspection Manual have been given in an Appendix for the use of an Inspecting officer.

5. Although the rules contained in this Manual will not be re-published in the volumes of the Board's Rules, it is to be distinctly understood that they form part of the Board's Rules, and are to be regarded as authoritative by all officers subordinate to the Board. Errors and omissions should be brought to the notice of the Board.

6. This Manual is interleaved with blank pages to allow of the insertion of any additions or alterations made subsequent to its issue. All correction slips should be entered in their proper places.

7. This Manual is to be briefly cited as "The Records Manual, 1888."

C. E. BUCKLAND,

Offg. Secretary.

BOARD OF REVENUE, L.P.,
The 15th March 1888.

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BENGAL SECRETARIAT LIBRARY.

RECORDS.

PRELIMINARY.

RULE UNDER SECTION 4, ACT III OF 1879.

The following rule having been made by the Board under the provisions of section 4 of the Destruction of Records Act, III of 1879, and having been confirmed by the Local Government and sanctioned by the Governor-General in Council, has the force of law and applies to all documents, whether English or Vernacular.

Destruction of documents.

No unreturned exhibit or private document shall ever be destroyed until a notice has been publicly advertised in the Collector's cutcherry that, unless objection is made, it will be destroyed after the expiry of one month from the date of publication. A notice to the same effect should also, when possible, be served on the parties interested.

SECTION I.—ENGLISH CORRESPONDENCE.

Rules for the Classification and Registration of English Correspondence in Collectors' offices.

THE system detailed in the following rules provides for classifying, registering and keeping the correspondence of an office—

Firstly, by departments;

Secondly, within each department, by "collections" of papers, each collection having its consecutive number and distinctive title;

Thirdly, within each "collection" by "files," each file having its consecutive number within the collection, and its distinctive "subject."

Files.

2. A single file consists of every letter received and every draft of a letter or memorandum issued in the course of a consecutive correspondence on one subject, each paper being folded and placed in chronological order, *i.e.*, the first letter issued or received at the bottom, the next above it, and so on, the letter of latest date being at the top. Each letter will have assigned to it a consecutive number within the file to which it belongs, which may be styled the serial number. With each letter or draft should be kept any office notes which passed with regard to it; these are technically called "keep-withs," and do not bear separate serial numbers as part of the correspondence.

Collections.

3. A "collection" is an aggregate of files, the subjects of which fall under some general classification, and which are tied up together and kept together on the racks for convenience sake, and for economy of space. For instance, the English correspondence regarding the settlement of one ordinary estate will constitute a file; a number of such files will be kept together in one collection, of which the title would be "Settlements;"

so also there may be a collection entitled "Wards' Estates;" another "Embankments," and so on; each collection consisting of so many separate files, each file containing correspondence relating to one ward's estate, or to some one distinct question relating to one ward's estate or to one embankment. It will be found convenient, in starting this system, that the Collector should, from his general knowledge of the business of the office, sketch out a list of collection titles which suggest themselves to him under each department; but the number of collections and their titles must not be rigidly fixed; they may be freely added to in the course of the year as found convenient; for instance, although one collection would be entitled "Wards' Estates," within which all files regarding wards' estates would ordinarily fall, yet in any district in which one or more very large estates entailing much correspondence happened to be under the court, it would be convenient to have a separate collection for each of such estates, within which every correspondence on a different question would form a separate file.

Departments.

4. The correspondence of a Collector's office may be divided into the following departments, and any others which may be found convenient:—

I.—General Department.
II.—Account and Treasury Department.
III.—Excise Department.

Registers.

5. The smooth working of the system will depend much on the correct and careful registration of the letters received and issued. Three registers will be kept up, viz.—

I.—Register of Letters received.
II.—Register of Letters issued.
III.—Index Register of files.

The forms of these Registers are annexed in Appendix I.

Division of Registers into departments.

6. To facilitate the finding of any required letter in the Register of letters received or issued, each of these registers should be divided into as many parts as there are departments, each department having its own series of numbers.

Sub-division of Register of each departments.

7. In large offices it is also found convenient to subdivide the register of each department, so that each of the officers with whom much correspondence is carried on shall have his own series of numbers; but this will not generally be necessary.

Index Register III.

8. The Index Register III will also be divided into departments, and each department into "collections;" half a page at least, and more if the nature of the collection requires it, should be assigned to each collection, so as to leave ample room to enter the subject of each new file, as it is formed, under the collection to which it belongs. The arrangement of the records on the racks (as explained below in rules 18 *et seq.*) will be in collections exactly corresponding with the collection titles entered in this register. It is explained in rule 1 that the files contained in each collection will bear a separate series of consecutive numbers.

Different portions of each Register to be bound up into one volume.

9. During the year the different parts or departments into which each register is divided will be kept in the shape of so many pamphlets or sheets of paper, temporarily secured between paste-boards. But at the close of the year (each series of numbers having terminated), all the portions of each register will be bound up together strongly, so that the whole of each register will form one volume.

Treatment of Fresh Letters Received and Replies Issued.

Receipt of letters.

10. A.—As soon as a letter is received in the office, the date of receipt should be marked on it, as well as the department and collection (see rule D below) under which it shall be classed. These should be marked on it in pencil by the head-clerk himself as a guide for the docketer. If the letter falls under no collection which has already been formed, the head-clerk will have to assign to it a "collection title." The letter will then be docketed as in the annexed specimen A of a docket, (see Appendix II) and entered in the "Register of Letters received," columns 1 to 8 being at once filled in, but column 9 being left blank till the Collector disposes of the letter; any necessary entry will also be made in column 7 of Register II.

B.—If the letter be the commencement of a new correspondence, and not in continuation of an existing file, it will form the nucleus of a new file, to which will be assigned the next consecutive file number within the collection to which it belongs, and also the file "subject." An entry of the file will then at once be made in the Index Register No. III.

C.—If the letter is in continuation of a file which has already been formed, the clerk will get out the file to which it belongs, will assign to the fresh letter the next consecutive serial number of the series of letters of that file, and will place the fresh letter on the top of the file. He will also get out any other files which are required for elucidation of the matter. The greatest care should be taken by all through whose hands the papers pass at any stage not to mix up the letters belonging to different files; each file should always be tied up separately.

D.—The clerk will then submit the case so prepared to the Collector direct or to the head-clerk,* as the practice of the office may be.

E.—The Collector will either draft a reply or pass such order as may be required. (If the order be written on a separate piece of paper, the piece should be of a shape uniform with that into which the letters are folded, and it should be placed on the top of the file.) The clerk should be careful to keep it always with the file annexed to the letter on which the order is passed.

Issue of letters.

11. When a draft has been written or approved by the Collector, the clerk will make the fair copy for issue, and submit it for signature, after which he will—

(i)—Enter the issuing letter in his Register No. II of letters issued, filling in columns 1 to 6.

* Where the Collector does not himself open his covers, it should be made a strict rule that no fresh letter is on any pretext to be allowed to remain more than 48 hours in the office without being brought to his notice. If there is any difficulty in finding references, they can be put up after the Collector has seen the letter.

(ii)—Docket the draft as in the annexed specimen B, (see Appendix II) and add the register number and the date both to the draft which is to remain in the office file and to the fair copy which is to issue.

(iii)—Despatch the fair copy.

(iv)—Write the date of issue on the draft, and place it in its proper place at the top of the file.

(v)—Fill up column 9 (date of reply) in the Register of Letters received, opposite the letter to which the out-going letter relates, if any.

(vi)—Assign to the draft its "serial number," or consecutive number in the series of letters within the file.

(*a*)—If the draft belongs to no previously constituted file, but opens a new correspondence, it will form the nucleus (*i.e.*, No. I) of a new file to which the next consecutive file number within its collection should be assigned, and the entry of the file should then be made at once in Index Register III, under the collection to which it belongs.

(*b*)—If the draft is in continuation of a previously constituted file, it will only be necessary to assign to it its serial number within the file. If the letter be drafted so that the address, number, and date, &c., are uppermost when it is in the file, no docket will be necessary, otherwise the draft should be docketed before it is replaced in the file.

(vii)—The above operations having been completed, the file, being no longer required, should be returned to its proper place in the collection to which it belongs.

Miscellaneous collection.

12. Many letters received in, or issuing from, a Collector's office are of very transient interest, or are such that the correspondence begins and ends with the one letter and its reply. The classification of such letters and the sorting of them into files and collections will not be worth the trouble it would entail, nor is it necessary. In each department should be opened a "Miscellaneous Collection," within which all such letters may be placed chronologically without reference to subjects.

Arrangement of Files and Collections.

Current correspondence.

13. The correspondence of one, two, or three years (as found convenient) may be treated as current correspondence and kept in shelves in the clerks' room for ready reference. At the close of each year the correspondence of the year which passes out of the category of current correspondence will be transferred to the record-room, as described below in rules 18 *et seq.*

Shelves to be divided into compartments.

14. The current correspondence shelves should be divided into compartments, of which a convenient number should be assigned to each department into which the correspondence of the office is divided, and should be labelled accordingly.

15. In every file should be kept a list of the letters which constitute it, an addition being made to the list as each letter is received or issued.

List of letters to be kept in the file

16. Before the correspondence of any year is transferred from the current shelves to the record-room, every collection will be opened and the files within it examined. Any file of which the correspondence is not completed will be taken out of the collection and restored to the current shelves; the separation of such papers from the collection of which they originally formed a part will be final. For the purpose of tracing them in future, they will be accounted for as described in rule 18 below, on the record registers of the year to which they originally belonged, say 1882. The papers of such a pending file (having been separated at the beginning of 1885 from the papers of the year 1882 which are being transferred to the record-room) will remain on the current shelves until the next letter on the subject of the file is received or issued. This fresh letter (the first on the subject received or issued in 1885) will not be numbered and dealt with as a continuation of the file of 1882 which has already been formed, but it will be treated as the nucleus (or No. I) of a new file, which will bear its consecutive file number within its appropriate collection of the year 1885. The papers of the pending file of 1882 will simply be placed below this fresh letter as "back papers," and will be so kept in the proper place on the current shelves under the year 1885.

Procedure.

17. Every collection should be kept in its proper place in the shelves, and every file in its proper place within the collection, except when it is in actual use. Clerks should be strictly prohibited from keeping files on their desks except when they are actually in use. As soon as the issuing letter has been issued, the file should be returned to its collection on the racks.

Files are not to be kept on desks by clerks.

Arrangement of Old Correspondence.

18. As mentioned in rule 13, as soon as possible after the close of each year the correspondence of the year which has passed out of the category of "current correspondence" will be transferred to the record room as old records. Before this is done every collection will be opened, the papers examined, and the pending files taken out and restored to the current shelves (*vide* rule 16). This separation will be final. In the Index Register of the year under transfer, against the collection from which the papers have been so removed, it will be carefully noted in each case that "the papers of file No. 34 have been transferred to collection No. II of the subsequent year 1885," or as the case may be. Eventually, when the papers are placed on the old record racks, column 4 of Index Register III will be filled up.

Files to be examined prior to their transfer to the record-room.

19. The pending files having thus been separated from the collections of the year under transfer, the remaining papers of the year will be removed from the current correspondence rack and placed on the old record racks as described in the following rules.

Procedure.

20. All the records deposited as old records in one year will be kept together on the old record racks. The records of each year will be divided into departments, and the departments sub-divided into collections, within which the files will be arranged numerically, *i.e.*, according to the number which they bear in Index Register III. At the top of each collection should be placed a list shewing the number of subjects of the files of which the collection, as received from the current department for deposit, consists. The list will shew which of the files have been retained in the current department under the following rule.

Arrangement in record-room.

21. Before they are placed on the record racks the files belonging to each collection will be tied together into "packets," and placed between boards or strong paste-board. When the papers of one collection are numerous, it will be necessary to make them into two or more "packets" (each packet being secured between boards). Similarly, two or more collections can be placed in one packet if they consist of few papers. On the board which is placed at the top of each packet will be written the names of the collections which it contains, thus:—

To be tied together in packets.

Year 1882.

Department—General.

Packet I.

Collections 1, Wards; VI, Butwarras.

22. The packets so formed will be arranged by departments on the record racks, and the year should be labelled on the part of the rack which is assigned to the records which are deposited at its close.

23. As each bundle is placed on racks, column 4 of the Index Register III will be filled up.

24. For files of the year under transfer which have been restored to the current correspondence racks, under rules 13 and 18 above, column 3 of the Index Register will remain blank until they are deposited on the old record racks at the end of the next or some future year

SECTION II.—ARRANGEMENT OF RECORDS.

1. In the arrangement of the records of a district, the principle followed is to keep together as much as possible the papers connected with each estate, or, if the estate is extensive, with each division of an estate. As a general rule, therefore, the arrangement is by pergunnahs and by estates.

To be by estates, and pergunnahs.

2. A separate shelf, or space, is set apart for each pergunnah, and the name of the pergunnah clearly and durably written on the front of the shelf or shelves on which the records of that pergunnah are arranged. Periodical returns and papers of a general nature have a separate press assigned to them.

Separate shelf for each pergunnah.

3. It sometimes happens that estates, or, more frequently, portions of estates, are situate in one Collectorate, as defined by section 3, Act VI of 1853, and borne upon the revenue-roll of another. In such a case the records should be kept in the record office of the Collectorate within which the lands lie, not in the record office of the Collectorate upon the revenue-roll of which the estate is borne.

Estate partly in other districts.

4. The records of land situate as described in the preceding clause (*i.e.* not belonging to estates borne upon the district revenue-roll) should be arranged, by estates, in the space allotted to the pergunnah to which they belong, in a different series from that of the estates borne upon the revenue-roll.

These records how to be arranged.

5. All cases, of whatever nature, connected with one estate, are to be kept together. Each case is to be tied up separately (between boards, not in cloth*), and all the cases of one estate are to be included in one bundle, and with each bundle a list of the cases enclosed therein (not the papers, but merely the cases), and the date of the year in which they occurred, are to be put. When any fresh case is added, the name and date are to be added to the list. This rule does not apply to C papers separated off for eventual destruction.—(*See Section IV, rule 7, &c.*)

Arrangement of cases in bundles.

* Except in the Patna Division, where cloth may be used.

6. To each case is to be attached a fly-leaf, on which a list of the papers of the case is to be inscribed, with a suitable heading descriptive of the nature of the case, the name of the estate and pergunnah to which it pertains, and (if the space will admit of it) the names of the principal parties concerned.

Fly-leaf.

7. From the lists of contents of the bundles prescribed in rule 5, a Register 41 is to be kept up for each shelf or almirah.

Register 41.

8. From the above Register 41 will be compiled a general Index Register, of which the object will be to show in what position in the record-room the papers of any estate or any other collection of exceptionally arranged papers are to be found. The general Index Register will merely be a reproduction of the first three columns of Register 41 with a fourth column headed "Number of bundles shown in column 4 of the shelf register."

General Index Register.

9. Where arrangements upon these principles may be impracticable, such other arrangement as is more suited to the condition of landed property in the district may be introduced. The object is that it should be known what papers are in the office and where they are to be found. Uniformity, though desirable, is not to be enforced at an expense of time and trouble which may be saved by adapting the arrangement to the circumstances of any district.

Exceptional arrangements allowed.

10. All quinquennial papers and rent-free registers, copies of title-deeds, &c., and other valuable documents, are to be kept, under double lock and key, either in a wired rack or in a separate almirah, the front and sides of which must be furnished with wire-work, so as to admit the free circulation of air.

Valuable documents.

11. The survey records, which admit of arrangement by villages, are not to be mixed up with those relating to ordinary matters connected with land revenue, but are to have separate presses and separate registers. All pergunnah volumes, estate and village registers, and such documents as consist rather of volumes than loose sheets tied together, must have a distinct shelf, with a separate list forming an appendix to the general survey Register 42. The survey records and maps must be specially inspected and mentioned in the Commissioner's report of his visit to the Collector's office.

Survey records.

SECTION III.—CURRENT RECORDS.

1. The business of a Collector's office is divided into departments, a ministerial officer being placed at the head of each department and held responsible for all the papers of every case in his department until it passes into the hands of the record-keeper under rule 4. An officer may be in charge of more than one department.

Departmental officers.

2. A separate press or other fit receptacle for the secure preservation of papers is to be assigned to each department of business, the key of which is to be in the custody of the officer in charge of the department.

Each to have separate press.

3. The serishtadar is responsible that the papers daily received are daily made over to the officer in charge of the different departments, and duly filed and entered on the fly-leaves and in the books, and disposed of with due care and attention to arrangement. It is the duty of the serishtadar also to see that cases required for the Collector's proceedings are duly brought forward by the officers in charge of the departments at the times appointed, and that each case or paper is returned daily to the proper department before the office breaks up.

Serishtadar to distribute and supervise.

4. A book is to be kept by the officer in charge of each department, in which he is to enter every case as it is instituted. The record of every case, as soon as a final order has been passed and the measures necessary for due execution completed, is to be immediately made over, without reference to order of time, to the record-keeper, and the date of transfer is to be written against the entry of the case in the departmental book. The record-keeper must receive every completed case whenever tendered to him, signing the entry in evidence of his having received the case. The serishtadar is responsible for these instructions being duly attended to.

Delivery to Record-keeper.

5. When any case is required from the record office for reference, the officer of the department in which it is required is to give a note to the record-keeper, specifying the case required. The record is immediately to be furnished, and the note kept in the bundle. On the return of the record, the note is to be given up and cancelled.

Reference to Record office.

11A. The original settlement records of private and wards' estates surveyed and settled under Chapter X of the Bengal Tenancy Act are to be made over to the Collectorate Record-rooms of the districts in which the estates are situated. These records are public documents, and the rules for their custody are the same as those which apply to the custody of other public documents. If parties concerned with the survey and settlement proceedings desire to inspect the records and take copies of them, the Rules in Section VIII are applicable to these as to all other records. 6-5-90.

Settlement Records under the Bengal Tenancy Act.

The Register itself is to be placed in the Record-Room, and obtained from it when an entry has to be made, and returned to the Record-Keeper after the entry has been made." 10-2-89.

"4A. A register shall be kept by the record-keeper, showing the receipt of records by him and his disposal of them. The form of the register is given in E, Appendix IV." 14-11-91.

"4. A fly-leaf is to be annexed to each case. On it the description of every paper filed in the case should be entered, except the exhibits (*e.g.*, authenticated copies of documents) which are usually returned to the parties after a case is disposed of." 1-7-93.

This fly-leaf must [illegible]

not be deferred till the case is ready for transfer to the record-room. Before being transferred the description of each paper on it should be marked with the letter designating the file in which it is to be placed under rule 1; and at the bottom of the fly-leaf the papers under each class, A, B, and C, will be noted by their serial numbers, as in this example—

A.	B.	C.
1	3	4
2	6	8
5	7	9
	11	10

4-3-92.

"5. The fly-leaf will be printed on stout paper. It will be permanently kept, and will at once indicate in which file any required paper is to be found or that it has been destroyed."

4-3-92.

6. It should be established as an invariable rule that when a record shows a certain Government due as recoverable in connection with it, the record-keeper should refuse to take it over without the express order of the Collector, unless it contains the treasury receipt for this due.

Procedure when a record shows sums due to Government.

SECTION IV.—CLASSIFICATION OF RECORDS.

1. Before the record of a case is made over to the record-keeper, the papers of which it consists are to be divided into three separate files, A, B, and C, according to the classification given in Appendix III. A contains all papers which are of importance enough to be *permanently* preserved; B consists of such papers as may be destroyed *after twelve years;* and in file C are placed papers which need not be kept for more than *two years.*

According to value.

2. Notwithstanding the classification in Appendix III, the Collector is competent to direct in special cases that papers falling within class B or C may be retained for longer periods than twelve years or two years, as the case may be. When the Collector may deem it necessary to pass such an order, he should specify the number of years for which he considers the papers ought to be retained, and at the expiration of this period the necessity for their further retention will be again considered.

Special cases.

3. The A papers are not to be marked; but each officer in charge of a department is to be supplied with two stamps (B and C), with which he is to mark every paper of the other classes.

B and C papers to be stamped.

4. Two fly-leaves are to be annexed to each case. On one is to be entered the description of every paper filed in the case. These entries are to be made daily by the responsible officer, as the papers are filed, and in the order in which they are filed. This fly-leaf must never be changed, and the writing of it must not be deferred till the case is ready for transfer to the record-room. Before being transferred, the description of each paper on it should be marked with the letter designating the file in which it is to be placed under rule I.

Fly-leaves. One unclassified.

5. The second fly-leaf (see Section II, rule 6) is to be prepared when the case is ready to be handed over to the record-keeper; in it all the papers which have been filed in the case must be entered, classified under their respective letters. As these fly-leaves are permanently kept, they will at once indicate in which file any required paper is to be found, or that it has been destroyed.

The other an abstract classified.

6. It is the duty of the record-keeper to check the classification made by the departmental officers, and not to place any case on the racks until he has satisfied himself that the papers have been correctly distributed into the three files.

Check by Record-keeper.

7. Files A and B are to be deposited together in the place on the racks which properly belong to the case. File C is not to be put with files A and B, but on a separate rack set aside for all C papers promiscuously.

Distribution in Record-room.

8. The arrangement of the papers on the rack assigned to C files is not to be by pergunnahs and estates, but acording to dates of decision and classes of cases: thus—

Arrangement of C papers.

Shelf for cases decided in January 1886, subdivided into as many bundles as there are classes of cases.						Shelf for cases decided in February 1886, subdivided into as many bundles as there are classes of cases.					
Sales.	Rent suits.	Mutations.	Divisions.	&c.	&c.	Sales.	Rent suits.	Mutations.	Divisions.	&c.	&c.

9. For instance, if one shelf be allotted to the cases decided in January, one bundle on that shelf will contain the C papers in all cases of sale; another the C papers in all rent suits, and so on; there being as many bundles as there are denominations of cases. Again, within the bundles, the files of the cases will be arranged according to the date of their decision within the month. From the shelves thus arranged the record-keeper and his assistants will have no difficulty in finding any file which may be required for reference.

Explained.

10. In January of each year the record-keeper will take down from the shelves all the bundles of C papers which are more than two years old and destroy them in a mass. No further examination will be required if the rules as to classification have been strictly adhered to. It will therefore be necessary to take particular care that no document to which the rule under section 4, Act III of 1879 (with which this Manual opens) applies is placed in the C files. Similar caution is necessary with regard to the B files.

Destruction of C papers.

11. Similarly, in January of each year, the record-keeper will, under the Collector's sanction, destroy all the B papers which have completed their twelfth year. To get out these papers it will be necessary to open the bundles containing them; but Register 41 will at once show in what bundles B papers are to be found which have completed their twelfth year, so that no bundles need be unnecessarily taken down and opened.

And of B papers.

12. It will be understood that no C paper must be destroyed until two complete calendar years have elapsed since the decision of the case. Records are to be destroyed once a year only, in January. The destruction made in January of any year will comprise no cases which were decided later than the 31st December of the third preceding year. The same principle is to be applied in calculating the twelve years for the destruction of B papers.

Destruction to be annual.

13. Before any officer is entrusted with B and C stamps, the Collector must ascertain that he has made himself thoroughly acquainted with the table given in Appendix III.

Knowledge of officer to be tested.

14. Any document, of any kind or class, which may, at any time, be ascertained, by the personal inspection of the Collector, to have become entirely illegible or useless from age or worms, may with his sanction be destroyed, a memorandum of the fact, signed by him, being kept in its place. The personal inspection and the signing of the memorandum by the Collector are to be strictly carried out with all care and attention.

Destruction of spoilt documents.

SECTION V.—CLASSIFICATION OF RECORDS UNDER THE PUBLIC DEMANDS RECOVERY ACT VII (B.C.) OF 1880.

1. No unreturned exhibit or private document shall ever be destroyed in any case until a notice has been publicly advertised in the Collector's cutcherry that, unless objection is made, it will be destroyed after the expiry of one month from the date of publication. A notice to the same effect shall also, if possible, be served on the parties interested.

Destruction of documents.

2. Subject to this general provision the following rules are framed:—

Rules.

(I).—All papers in certificate cases in which no objection has been preferred to the Collector against the certificate, and in which no civil suit has been issued to contest the certificate, shall be placed in class C and be destroyed after two years; except when they relate to the sale of immoveable property, in which case they shall be classed as B papers and destroyed after twelve years.

(II).—In cases relating to the recovery of rents in Government and Wards' estates where an objection has been preferred to the Collector or a civil suit to contest the certificate has been instituted, the certificate itself, all petitions filed, and orders passed thereon, and all evidence recorded shall be placed in class A and be permanently preserved. The papers will be treated as though they were a portion of the proceedings under the rent law. All papers other than those above specified shall be classed as C papers and be destroyed after two years.

(III).—In all cases other than those relating to the recovery of rents in Government and Wards' estates where an objection has been preferred to the Collector or a civil suit to contest the certificate has been instituted, the papers shall be dealt with as papers relating to the execution of Government decrees, and will therefore be placed under class B and be destroyed after twelve years. Certificates for arrears of cess, which are made under Act VII (B.C.) of 1880, will come under this Rule.

(IV).—Register 9 of notices given to Collectors of districts under section 9, and of all certificates made by Collectors under Act VII (B.C.) of 1880, will be permanently preserved.

SECTION VI.—INSTRUCTIONS FOR THE CLASSIFICATION AND DISPOSAL BY DESTRUCTION OR OTHERWISE OF ENGLISH CORRESPONDENCE AND OF RECORDS USUALLY KEPT IN THE ENGLISH LANGUAGE IN THE REVENUE OFFICES SUBORDINATE TO THE BOARD.

Preliminary.

1. The following rules are issued with the sanction and approval of Government for the offices of Collectors of Revenue and of all officers subordinate to a Collector. Commissioners will be guided by the spirit of the rules in dealing with the records of their own offices, and in accordance therewith will exercise their own discretion in directing the destruction of unnecessary papers.

Classification of records.

2. English records will be classified on the same principle as vernacular papers. Class A, to be unmarked, will contain papers to be permanently preserved, class B will contain papers to be destroyed after twelve years, and class C will contain papers that need not be kept more than two years. As it will not always be feasible to judge whether a letter should be classed under A, B, or C until the correspondence is closed, the classification of papers in each file will not be made until the correspondence appears to be closed, either by the receipt of final orders, or by submission of a final report. No paper should be destroyed until it has been stamped B or C by the responsible officer. Much trouble will eventually be saved if the C letters of each correspondence are separated from the rest and tied up in a separate packet as soon as they are marked C. This packet should, however, be tied up with the packet of A and B letters of the same correspondence until the time comes for destroying the C letters.

Responsibility of officers.

3. The collectorate head-clerk will be primarily responsible for seeing that the English records are intelligently classified in accordance with these rules. In cases of doubt, the head-clerk will obtain the orders of the Collector.

Supervision of Collectors.

4. It will always demand the exercise of considerable tact, local knowledge, and intelligence to prevent the destruction of papers that may be needed for future reference. Much therefore must depend on the careful supervision of Collectors. No rules can be applicable to all districts in all cases, and it is not intended that the classification now prescribed should be arbitrarily followed without the exercise of any individual discretion. Such discretion will generally be more soundly exercised in the preservation than in the destruction of a record of doubtful importance.

Object of the classification.

5. The three lists annexed contain the detailed classification by which officers are to be guided in the destruction of English records. The object of this classification is to provide for the permanent preservation of all really important papers, and at the same time to ensure the periodical destruction of the mass of ephemeral and trivial correspondence that now blocks up the record-shelves and almirahs in the local

"2. English records will be classified on the same principle as vernacular papers. Class A, to be unmarked, will contain papers to be permanently preserved, class B will contain papers to be destroyed after twelve years, and class C will contain papers that need not be kept more than two years. It is generally possible to determine at once to which class a letter will belong, and to prevent an undue accumulation and neglect of this work, it is desirable at once to distinguish all letters as A, B, or C, and mark the B and C letters with a seal. The C letters should, when the correspondence is closed, be separated from the rest and tied up in a separate packet. This packet should, however, be tied up

lence

"This rule will not apply to subdivisional offices." 6-3-94.

"8A. The Vernacular Gazettes both at head-quarters and in sub-divisions are to be sold as waste paper at the end of three years."

Vernacular Gazettes.

"8B. Two copies of the *Calcutta Gazette* are supplied to each District Officer and one copy to each Sub-divisional Officer. At district head-quarters one copy of the Gazette should be bound in half-yearly or yearly volumes and deposited in the record-room, the other copy being simply filed for a period of three years. At the end of each year District Officers should see that all important parts, such as Bills, Acts, Notifications of Government, &c, are taken out of the unbound copies of the Gazettes three years old: the remainder should be sold as waste paper. The parts preserved should be kept filed for use as spare copies. A similar course should be adopted at sub-divisions, where, however, the important parts need only be kept for twelve years, at the end of which time they should be sold as waste paper." 2-5-90.

Calcutta Gazette.

offices. It will be observed that it is "correspondence of importance" only that is classified under class A. The object of this classification is to enable a Collector to weed the files of papers of no permanent value. It is evident, for instance, that correspondence regarding the establishments for making settlements and surveys need not be kept for ever, though it may be well to keep it for more than two years. In such matters the discretion of a Collector must be exercised.

Correspondence bound up in books not to be destroyed.

6. No early correspondence that has already been bound in books is on any account to be destroyed.

Revision of record-rooms to be made every five years.

7. Although, according to these lists, papers in class A are to be kept "for ever," an expression used because it is unsafe to fix any period within which they may be unobjectionably destroyed, it is necessary, in order to prevent the excessive accumulation of papers, to make arrangements for periodically relieving the record-rooms of old papers which are really of no permanent importance or administrative interest. Such a revision should accordingly be made every five years by an Assistant or Deputy Collector, (unless the Board, upon the receipt of a report as to the state of the record-room, approve of the revision being postponed for another period of five years), and a report made to the Collector upon whose authority the superfluous records will then, after personal inspection, be destroyed. The next revision of the record-rooms should be in March 1890 and subsequently at exact intervals of five years.

Destruction to be annual.

8. There will be a destruction of English correspondence every year in the month of August. Any document or letter of any kind or class which may be ascertained by the personal inspection of the Collector, to have become entirely illegible or useless from age or worms may, with his sanction, be destroyed at any time, a memorandum of the fact, signed by him, being kept in its place.

In carrying out this destruction, particular attention should be paid to the rule under section 4, Act III of 1879, with which this Manual opens. The personal inspection and the signing of the memorandum by the Collector are to be strictly carried out with all care and attention.

Memorandum to be kept.

9. A memorandum of English correspondence destroyed must always be made and recorded.

Detailed classification.

10. The following is the classification of English correspondence and other English records prescribed in Rule 5:—

CLASS A.

Papers to be unmarked and to be retained for ever—

Correspondence of importance regarding—

Settlements.
Survey.
Waste lands.
Embankments.
Irrigation.
Drainage.
Government estates.
Escheats.
Endowments.
Partitions.
Redemptions.
Transfers.

Remission and abatement.
Customs.
Opium.
Salt.
Excise.
Assessed taxes.
Stamps.
Resumptions.
Common and special registration.
Malikana.
Civil suits.
Service tenures.
Sales.
Enhancement of rent.
Court of Wards' and other private estates managed by the Collector.
Land improvement.
Boundaries.
Jurisdiction.
Land registration.
Do acquisition.
Road and Public Works Cess.
Statistics.
Forest conservancy.
Floods.
Famines.
Titles conferred by the Government of India.
Pensions
Appeals, where the question is one of permanent interest.

All annual reports and returns.

All circulars from Government, the Board, Legal Remembrancer, Accountant-General, &c.

All letters communicating rules and general instructions.

Correspondence on other subjects of importance to be included at Collector's discretion.

All old correspondence already bound up in books.

All printed reports and books, including regulations laws and gazettes.

All maps and survey records.

All lists of papers destroyed.

CLASS B.

Papers to be stamped with the letter B, and to be kept for twelve years—

Correspondence regarding—

Any of the subjects mentioned under class A, which is of comparatively small importance and which it is obviously unnecessary to keep beyond twelve years.
Tents.
Economic museums.
Tuccavi advances.
Execution of decrees.
Recovery of stamp fees.
Opinions on Acts and Bills.
Appeals, except where the question is one of permanent interest.
Stationery.
Matters of account.
Budgets.
Embezzlement.
Public Works and buildings.
Record grant.
Securities of officers.
Treasure-trove.
Appointment and dismissal of ministerial officers.
Leave, appointment, and charge.

Other correspondence of a miscellaneous nature to be included at the Collector's discretion.

All quarterly and half-yearly returns and reports.

All resolutions on returns.

Diaries.

Inspection memoranda and orders

Petition for leave to appear at the Revenue Agents' Examination.

*Old Cess returns are to be destroyed when a revaluation has been made.

5. The subdivisional record-keeper will keep a Register 41, altering the heading of column 3 from "number and name of estate" to "month and year." 7-12-94.

CLASS C.

Papers to be stamped with the letter C, and to be destroyed after two years—

All monthly returns.

All weekly and fortnightly returns.

All reminders, memoranda, and similar unimportant small letters in classes A and B.

Dâk and town despatch-book.

All returns from sub-divisional and other subordinate officers incorporated in the district returns.

Applications from ministerial subordinates; indents for forms and stationery.

Accountant-General's objection statements and explanations thereon.

Such letters of transient interest as under rule 12 of Section I, are placed in the Miscellaneous Collection, are ordinarily to be included in this class.

SECTION VII.—SUB-DIVISIONAL RECORDS.

Record-keeper.

1. The duty of keeping the revenue records of a sub-division is to be especially entrusted to one of the ministerial officers.

Classification and deposit.

2. At the end of each month the officers in charge of departments are to make over to the sub-divisional record-keeper all the cases decided during the month, the papers in each case being first properly classified and stamped and the fly-leaves attached, as required by Section IV, rules 4 and 5.

Receptacles.

3. The sub-divisional records are to be kept either in boxes lined with tin or on shelves, as may be most convenient.

Monthly bundles.

4. The cases thus received are to be sorted into classes, according to their character, as "settlements," "divisions," &c., (the cases of each class being arranged according to the date of their decision), and then tied together. The whole of the cases decided during each month, thus classified, are then to be tied together in one bundle, which is to be deposited in its proper place.

Register.

5. The sub-divisional record-keeper will keep a Register 41, substituting in the general heading the word "sub-division" for "pergunnah," and instead of the "number and name of estate," inserting "month and year."

Removal of records.

6. Whenever any case is removed from his charge either for appeal or for any other purpose, the sub-divisional record-keeper is to deposit in its place a note of the date and purpose of its removal, which note is to be destroyed on the case being returned.

Destruction.

7 No papers are to be destroyed at a sub-division.

Transmission to Head-quarters.

8. In January of each year all the records of cases decided in, or before, the third preceding December are to be sent in to the district record-room in bundles. There will thus be never less than two full years' records, or twenty-four monthly bundles, at a sub-division, nor more than three full years' records, or thirty-six monthly bundles.

Check by District-Record-keeper.

9. The district record-keeper must check the A, B, C classification of the sub-divisional officers before he destroys any papers, and before he deposits the cases in the district record-room.

Application of rules.

10. Except in so far as they clash with these special rules, the general rules contained in this Manual are applicable to sub-divisional records and record-keepers.

SECTION VIII.—RULES FOR THE SUPPLY OF COPIES OF, AND INFORMATION RESPECTING, PAPERS AND DOCUMENTS IN COLLECTOR'S OFFICES.

Purposes for which applications are to be received.

1. Applications may be received from the public for—

(*i*) Information respecting the contents of papers and documents in the Collector's office, whether such information be or be not required for the purpose of correctly describing such documents in applications for copies of the same.

(*ii*) Unstamped copies of papers and documents, of which copies may by law be given on unstamped paper.

(*iii*) Stamped copies of papers and documents.

When and to whom applications are to be made.

2. All applications of the first two classes are to be made at a place and to the officer designated by the Collector for that purpose, and between the hours of 10 and 12, except when office is held in the morning, when the hours should be between 7 and 9 A.M. The officer to be so designated shall be either the serishtadar or some other paid ministerial officer belonging either to the English office or to the munshikhana of the Collector's court. Applications for Stamped Copies must be made by petition to the Collector. The form of application is given in B Appendix IV. The form will then be made over to the officer appointed to receive applications, the applicant being directed to attend during the prescribed hours on the next open day to deposit his fees.

Folios to be supplied by parties.

3. All applicants for copies, whether stamped or unstamped, must supply the folios at their own cost for the copies required.

Applications are to be stamped.

4. All applications are required by law, Art. 1 (*a*) of schedule II of the Court-fees Act, VII of 1870, to bear a one-anna stamp. By Government Notification* it has been decided that this shall be in all cases an adhesive stamp.

* No. 361, dated 18th April 1883.

"7. No papers are to be destroyed at a subdivision, except, with the Collector's sanction, the following registers:—

(1) registers containing matter that is also to be found in district registers, such as settlement, partition and land acquisition cases; and

(2) registers of temporary interest, such as those of apprentices, of attendance, &c." 7-2-93.

"8. The records of all decided cases shall be forwarded quarterly to the district record-room in bundles after the expiration of one year from the date of their disposal.

Commissioners are, however, authorised, according to local circumstances, to propose to the Board shorter periods for retention at subdivisions of the records of different kinds." 1-10 94.

"and is to be obtained from the nazir or from stamp vendors at one pice per sheet." 11-6-92.

"or stamp vendors." 11-6-92.

"6A. The forms (A and B) of applications for information and copies referred to in Rules 2 and 6 may be obtained by stamp vendors from Collectors' offices at the rate of 80 copies per rupee for retail to the public at one pice per sheet." 11-6-92.

5. All applications received from the applicants shall be numbered consecutively according to the number given to them in the registers, and filed in the office.

To be numbered.

6. Applications for Information (except applications on the part of recorded proprietors of estates on the revenue-roll for information regarding the state of their accounts, which are exempted from the operation of the rules) shall be on a printed form (A in Appendix IV) in duplicate, to be obtained from the nazir at the cost of one pice per sheet. The applicant is to present it with the duplicate spaces reserved for the date, his name, and residence, the particulars of the information required, and the searching fee tendered by him, filled up. The officer receiving such application is to enter in duplicate in the first column the consecutive number, and in the seventh column his signature. He will also enter in duplicate, in the sixth column, the date and hour, if necessary, by which the information is to be furnished. The upper and lower portions of the form, with columns 1 to 7 thus filled up, will then be separated. The lower portion will be made over to the applicant with a direction to return with it at the time fixed. The upper portion will be passed on to the amla to whose department it pertains, who will note in the eighth column the date, and, in cases where the extra fee has been paid, the hour of receipt, and, after entering in the column for remarks the necessary information, return it to the receiving officer before the time prescribed. On the applicant's re-appearance, this upper portion bearing the information will be made over to him, and the lower portion, bearing his dated receipt in the column for remarks, will be taken from him and recorded in the office. These forms will be filed in the order of their admission in a separate series of each month.

Printed forms to be used.

7. A Register of Applications for Information is to be maintained in the form C given in Appendix IV.

Registers.

8. The ordinary searching fee shall be uniformly four annas for all cases, payable by an adhesive court-fee stamp of that amount in addition to the stamp of one anna affixed on the application When this fee is paid, the time to be fixed for supplying the information required shall not, without the special orders of the Collector in each case, be later than 1 P.M. of the third open day after the presentation of the application, the day of presentation being excluded. The extra searching fee shall be an additional one rupee, by payment of which the applicant shall be entitled to receive the information applied for by 3 P.M. of the day on which his application is presented. The additional fee shall also be paid by means of an adhesive stamp.

Searching fee.

9. Only one application need be made for copies of papers or for information required in connection with a single cause or matter, *e.g.*, if copies are required of four separate papers in one record, only one application is necessary. When copies of, or information relating to, papers connected with different matters or causes are wanted, as many applications are necessary as the matters or causes to which they relate.

When separate applications to be made.

10. A uniform charge shall be made for the preparation of copies (whether certified or uncertified)

Charge to be made for copies.

at the rate of ~~four~~ three annas per folio. This term, it is to be carefully explained to all subordinate officers, merely denominates a certain quantity of manuscript; the folio to consist of 150 words English, or of 300 words vernacular, four figures counting as one word. This charge should be levied by an impressed stamp* of ~~four~~ three annas on each sheet of paper corresponding with the folio to be provided by the applicant for a copy.

* Until stamps of a special kind are available, stamps that are or will be adopted for this purpose in the civil and criminal courts should be used in the manner already prescribed or to be prescribed under the orders of the High Court, Calcutta.

Additional stamps.

11. If the stamps supplied by the applicant fall short of what is required, additional stamps should be called for and levied before the copies required are furnished to him. Should any applicant delay for more than a week after the period fixed for delivery of the copy to apply for the same, the fees paid by him shall be forfeited. All such orders for forfeiture shall be noted by the officer in the column for remarks in the register, and shall be brought to the Collector for signature on the day of forfeit. But nothing in this rule shall deprive the copyists of the remuneration due to them. Revenue agents must be held personally responsible for payment of the full fees in all cases when applications for copies are made through them. They will take care that payment is made to them by their clients.

Examination of copies.

12. All copies, whether certified or uncertified, must be examined by a salaried officer before issue. The copies themselves will in all cases be made by section-writers, who will be remunerated at the rate of two annas per folio.

Payments to section-writers.

13. Half the charge of ~~four~~ three annas per folio, levied by means of the impressed stamp, represents the payment to Government on account of the salary of examiners, cost of papers, &c.; the other half will represent the earnings of the section-writers, whose accounts will be made up monthly, and the amount due to each paid out of contingencies. These payments must be checked at the time with the upper part of each stamp, which, when the copy is ready, must be torn off each sheet, along the perforated line, and then endorsed with the copyist's name, and kept till the end of the month. Care must be taken to see that nothing in excess of half the amount realised in stamps is paid away.

Stamped slips to be burnt.

14. To prevent the risk of stamped slips being used more than once, the officer passing a copyist's account will, after checking it as directed, tear the slips to pieces and cause them to be burnt in his presence. A certificate that this has been done must be attached to the contingent bill on which the copyist's fees are drawn.

Copies to be issued on prescribed stamp paper.

15. To protect the interests of Government, care must be taken to see that all copies issued from the office (except those referred to in rule 29) are prepared on the prescribed stamp paper. They must be written on one side of the sheet only, and must not contain more than the authorized number of words. On the other hand, care must be taken to see that applicants are not imposed upon by the copyists spreading their writing over a larger number of sheets than is necessary. By insisting on the

"three annas." 5-8-89.

"11. If the folios supplied by the applicant fall short of what is required, additional folios should be called for. Unused folios, if any, should not be retained in the office, but should be attached to the copy, for the preparation of which they were filed, and returned to the applicant together with the copy, a receipt for both being taken. Should the applicant, in any case, fail to appear to claim either the copy or the unused folios, both must of necessity be retained temporarily; but on the last day of each month all unclaimed copies ready for delivery before the close of the preceding month, together with all unused folios attached thereto, shall be destroyed in the same manner as is prescribed in the case of the upper portion of the impressed stamps of folios used for copies. The number of folios so liable to destruction is to be ascertained from the entries in Register D. Nothing in this rule shall, however, deprive the copyists of the remuneration due to them." 6-2-93.

"three annas." 5-8-89.

"one-third of" 13-5-90.

"remaining two-thirds." 13-5-90.

"two-thirds." 13-5-90.

"For certified copies of maps the stamps shall be affixed to the petitions instead of to the maps, a note being added to the copies that the requisite fees have been levied by means of stamps." 9-11-93.

number of lines in each sheet being uniform, control may easily be exercised in this matter, the number of words in a few of the lines in each folio being checked. The business of a copyist is (like most other occupations) one calling for skill, and greatly dependent for its successful practice on experience. Copyists, therefore, must possess or acquire skill in their business, or they ought not to be retained.

Extra fee.

16. When an applicant requires his copies to be furnished on the day of application, an extra fee of one rupee (or, if the copies exceed four folios, of four annas for each folio)* shall be charged on all copies so furnished, to be levied from him by a court-fee stamp, which should be affixed to the application for the copy, and be entered in the register for court fee stamps. Care, however, is to be taken that other applicants for copies do not materially suffer by the arrangement. If the granting of other copies be much delayed by this rule, an extra hand ought to be told off to furnish the copies urgently required.

* This is a fee for credit to Government, and no part of it is payable to the copyist.

Time for furnishing copies.

17. Under ordinary circumstances the time for furnishing the copies required shall not be later than 1 P.M. of the third open day after the presentation of the application.

Certified copies.

18. In the case of certified copies, the court-fee chargeable under the Court-fees Act shall be levied by affixing the necessary stamp to the first folio of the copy. It shall be the duty of the officer who authenticates the copy to see that the stamp is correct before he does so, taking the orders of the head of the office in all cases of doubt or dispute.

Register.

19. A Register of Applications for Copies shall be maintained in form D given in Appendix IV.

Copies of documents to be given.

20. Copies of public documents which may be used as evidence even against the Government are never to be withheld from applicants, but copies, whether certified or not, of written arguments, discussions, or opinions of public officers written previously to a decision, as they can be no legal evidence, are not to be given. Copies of correspondence on the subject of suits pending in the Courts of Justice are not to be granted without the permission of the Board. A copy of a copy is to be granted only when good grounds are shown for not taking it from the original, *i.e.* for not applying to the office were the original is kept.

Responsibility of officers.

21. The ministerial officer in charge of the department in which the document of which a copy is applied for is found at the time of such application shall be held personally responsible for the observance of the above rule. In every case in which there shall be any doubt as to the propriety of giving the copy, such officer shall take the Collector's order on the subject before the document is made over to the copyist. Whenever a copy is refused, the folios which may have been deposited by the applicant are to be returned to him.

Collector is to license copyists.

22. The Collector is to license as many copyists as can supply all applicants with copies within the period specified by these rules, and no one but a licensed copyist shall be employed in the preparation of copies

But when the copies applied for are few or not sufficient to induce an outsider to take a license for the work, and the work generally is light, the Collector may employ an officer of the fixed establishment to do the copying work if he can do it without detriment to his other duties.

Copying fees for maps, &c.

23. For copies of the surveyor's village plans supplied on the requisition of private parties, the ordinary rate is to be one rupee per sheet;* but should the internal delineations be intricate and the labour be enhanced in proportion, the rate may be increased at the discretion of the Collector within the limit of two rupees per sheet. For copies of thakbust maps and khasra maps (which are made by placing the map to be copied over the paper on which copy is to be made, pricking down the salient points, and then ruling lines from point to point so pricked in) each line ruled should be counted as equivalent to ~~four~~ two vernacular words, the number of written words added thereto, and copying fees for the whole calculated under rule 10.

* By sheet is not to be understood the paper employed in copying the plans, but the sheet of which each plan is composed.

Distribution of maps.

24. The rate for ruling lines in copies of any register should be half the rate fixed for lines in thakbust and khasra maps, each line being taken the whole length or breadth of the page or sheet. Collectors are to encourage in every legitimate way the widest distribution of these maps among those interested in them.

Exceptional cases.

25. In the case of other maps and plans no general rule can be laid down. In each case a charge will have to be fixed with reference to the difficulty or intricacy of the work done, and to the cost of materials. tracing cloth

Comparer.

26. The duty of comparing copies must in all cases be performed by a salaried officer, and copyists must not compare for themselves or each other. When six or more copyists are continuously employed, a special comparer may (with the sanction of the Board in each case) be entertained for the purpose on a salary of Rs. 20 per mensem, which will be paid by Government.

Attestation.

27. Uncertified copies should only be marked as 'examined' and initialed by the examiner or comparer; while copies to be used, or capable of being used, as evidence should be 'certified to be a correct copy,' and signed in full, and bear the seal of the Collector's Court.

Commissioner's office.

28. Commissioners are at liberty, if the demand for copies from their records makes the arrangement advisable, to appoint a licensed copyist for their preparation.

Copies required by public officers.

29. No fees are to be demanded or paid for searching for or copying papers required by public officers for public purposes. In such cases the copies are to be made on plain paper by the Collectorate establishment.

Inspection of records.

30. Nothing in these rules is to be held as interfering with the right of parties or their authorised agents to inspect the records of pending cases under such safeguards as the Collector may think necessary against the removal or alteration of documents, and the publication of privileged communications.

"23. Copies of surveyors' village plans, thakbust maps and khasra maps should be supplied on tracing cloth. Two kinds of tracing cloth are supplied to district officers, viz., (1) bright, (2) dull-black, in pieces of 24 yards long by 36 inches wide, and the quantity required of either kind thereof is to be supplied to applicants for copies of these maps at 5 annas per square yard. The cost of tracing cloth is to be paid for in the same way as the copying fees which are to be levied in respect of the supply of copies of these maps in Court-fee stamps. The amount of such stamps is to be noted in the column of remarks of the register of applications for copies (form D). Two-thirds of the remainder of the copying fees thus levied, after deducting from the total the cost of the tracing cloth, are to be paid to the copyist out of contingencies under rule 13. For the copying of these maps only, ink is to be supplied to the copyists from the Collector's office. As regards the other materials, such as paints, pencils, brushes, &c., which may be required for the work, they are to be supplied by the copyists themselves, and no charge for these articles is to be levied from private parties." 13-8-93.

"23A. For copies of the surveyors' village plans the ordinary rate is to be one rupee per plan, but should the internal delineations be intricate and the labour be enhanced in proportion, the rate may be increased at the discretion of the Collector within the limit of two rupees per plan. For copies of thakbust maps and khasra maps which are to be copied by placing the tracing-cloth over the maps, marking the salient points, and then ruling lines from point to point, each line traced should be counted as equivalent to two vernacular words, the number of written words added thereto, and copying fees for the whole calculated under rule 10." 13-8-93.

Note.—A Manager under the Court of Wards is to be treated as a private individual, not as a Government servant, for the purposes of this rule (Board's Miscellaneous proceedings of 20th September 1890, No. 265, Collection 7, File 332). 1-2-91.

Section VIIIA.—Transmission of records.

Rules to be observed.

The following rules should be observed in connection with the transmission of records to the Board, and from one Revenue Court to another :—

Records to be transmitted by parcel post.

(1) Records should be transmitted by parcel post, prepayment of the requisite postage being made in every instance in the manner prescribed by the postal rules, and no parcel should contain more than the papers connected with one case.

Forwarding letter to be enclosed.

(2) In the parcel containing a record should be enclosed a forwarding letter, and the cover of the parcel should bear the distinguishing number and date of that letter.

Letter of advice.

(3) A letter of advice should be forwarded simultaneously with the despatch of the parcel, but separately and by ordinary letter post, and in it the number and date of the forwarding letter referred to in the preceding clause should be quoted.

Acknowledgment required.

(4) An acknowledgment should invariably be required from the office to which a parcel containing a record has been despatched, and in the event of none being received within a reasonable time, enquiry should be made to ascertain the cause.

Forms to be used.

2. In Appendix IVA are given the forms to be used in this connection, viz., (A) Form of letter to accompany records, (B) Memorandum of acknowledgment, (C) Form of letter advising the despatch of records. These forms may be obtained on indent from the Superintendent of Stationery. Until they are supplied, manuscript forms may be used. 12-6-92.

31. Admittance to the record-room should be absolutely prohibited to all persons other than the Deputy Collectors and Assistant Collectors serving in the district and the officers of the Collector's court, except on production of a written order for admittance signed by the Collector.

Admittance to record-room prohibited.

32. Copies of these rules in the vernacular are to be conspicuously exhibited in Collectors' offices.

Vernacular rules.

SECTION IX.—MISCELLANEOUS.

1. Under the orders of Government, the Board are authorized to sanction expenditure for keeping the record-rooms of the Lower Provinces in efficient order within the limit of Rs. 18,000 annually. The following rules are prescribed for the guidance of local officers in applying for assignments from the record grants.

Assignment for keeping record-rooms in order.

2. District officers will submit to the Commissioner, not later than the 1st January in each year, budget estimates of their requirements from the record grant for the ensuing official year. The Commissioner will amend these estimates at his discretion, and will compile them, with the addition of an estimate of the requirements of his own office, into a divisional statement, which he will submit, with all necessary explanations, to the Board on or before the 1st February. On receipt of these estimates the Board will allot to each division whatever sum may be available for its use.

Budget estimates.

3. In regulating the estimates each Commissioner must bear in mind how small a sum it is possible for the Board to place each year at his disposal. He must proceed on the assumption that unless the paucity of demands from other divisions should enable the Board to assign to him more than a proportionate share of the whole available funds, his total allotment cannot exceed a sum which will supply him with Rs. 240 for each district in his division and Rs. 50 for his own office. The items in his estimate should therefore be divided into two classes—(*1st*) those which he considers of the greatest importance, to a total amount not exceeding that which has been above indicated; and (*2nd*) those to which he desires sanction in case extra funds should be available for the purpose. With so scanty a provision, however, for the wants of the whole of Lower Bengal, the Board rely on Commissioners to exclude from the first part of their budgets every item that does not appear to them to be absolutely necessary, or of very great importance, so as to leave, if possible, a surplus in their hands to meet urgent requisitions from other quarters.

Principle of allotment.

4. The Board will reserve a small fund to meet unforeseen exigencies. In case any such should arise in the course of the year, Commissioners may submit supplementary applications, which will be complied with if possible.

Supplementary applications.

5. As any excess expenditure cannot be met except by an extra grant from Government, and as, on the other hand, a surplus at the end of the year lapses to Government, it is obviously important that the Board should have before them, in a complete form, the accounts of actual expenditure against the allotment of the current year,

Statement of expenditure.

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when judging of the estimates submitted for the following year. The character of the work to be paid for from the record grant supplies a simple way of attaining this object. For the performance of that work a continuous expenditure throughout the whole year can never be indispensable. It must therefore be understood that every District Officer is to submit with his yearly estimate a complete statement of his actual expenditure from the allotment of the year then current, and that no disbursement is to be made after the date up to which such statement of account has been made up without the special sanction of the Board in each instance. In connection with this rule the attention of all officers is drawn to circular order No. 4 for August 1870. Under the provision of that order, which requires the reservation of one quarter of the salaries of temporary establishments until the termination of the periods for which they have been sanctioned, such reserved sums to be expended, in each case in which the work may not have been completed within the period specified, in the employment of other hands to finish it, it will be necessary that, in applications for sanction to the entertainment of establishments payable from the record grant, the period during which it is proposed to employ such establishments should be so regulated as to leave time after the expiration of those periods for the performance, under the above rule, before the date on which the accounts must be submitted, of any work left incomplete by those establishments.

Items to be included in the estimates.

6. The following items may be included in the estimates:—

Almirahs,	Cloth,
Racks,	Planks,
Oil,	Repairs to furniture,
Tar,	

and also generally whatever petty stores, not being such as are properly procurable from the Stationery Office, are required for special use in the record-room, as distinguished from all other branches of the office.

Establishments.

7. The cost of establishments for binding books kept in the record-room, for sorting, arranging, and destroying records, and for re-copying revenue records, other than those belonging to the survey department, may be debited to the grant.

Survey maps.

8. The cost of copying survey maps and records is not debitable to the grant, nor is that of re-writing the general and pergunnah registers of estates (A, B, and C). Articles procurable from the Stationery Office should not be charged to the grant, nor should petty stores, such as the following, unless they are required for use in the record-room:—

Country Ink,	Ghee,
Stamping Ink,	Paste.
Stamping Inkstand,	Pounce,
Twine,	Sand,
Thread,	Sand pots,
Country Pens,	Country Envelopes,
Book-binding,	Repairing Scissors, &c.,
Lac for sealing,	Pins and Needles,
Talc for native colors,	Oil for lights, &c.,
Vinegar.	

and, generally, all petty stores which are not obtained from the Stationery office.

Sale proceeds of useless papers.

9. The sum realized by the sale of useless papers, must be paid into the treasury and credited by the Collector to Government. Mention must be made in the annual report of the amount so realized and credited. All expenditure for keeping the office records in proper order will be made under the Board's orders from the record grant. As in the case of the Collector's records, papers should be defaced before they are sold.

Inspection by Commissioner.

10. It is the Commissioner's duty, when on circuit, to make it a point of inspecting the state of every Collectorate record-room, and when dissatisfied with it to make a report for the orders of the Board.

Responsibility of officers.

11. Any officer who permits the records of his office to fall into disorder is, under the orders of Government, held responsible for the expenses incurred in their re-arrangement; and any officer receiving charge of an office, the records of which may be in disorder, or so unmethodically arranged as to prevent the ready production of papers when called for, who shall fail to make a timely report of their state, is similarly held answerable for the cost of time and arrangement.

Disposal of waste paper.

12. C papers ordered for destruction, and papers the destruction of which has been sanctioned by the Collector under Section IV, rule 14, and Section VI, rule 7 should be defaced and then made over to the jail, if there is a manufacture of paper in the district jail. The price of all paper so sent will be paid by the officer in charge of the jail at the current market rate for waste paper; the expense for sorting and defacing the condemned records may be charged against such receipts, the balance being credited to "XXIII—Miscellaneous."

Registers.

13. Registers 41 and 42 must be kept up regularly Collectors are held personally responsible for the expense of writing these up should they be suffered to fall in arrear.

Paper to be used; current work.

14. The paper used for current work should be of foolscap size and of good quality.

Valuable records.

15. None but properly prepared paper must on any account be employed for purposes of record. Country paper must never be used unless it is arsenicated.

Commissioner's records.

16. All the rules in this Chapter are to be applied, so far as they are applicable, to the records of Commissioners' offices.

Inspecting officer.

17. In Appendix V are questions for the use of an officer inspecting the English Department and Mohafizkhana of the Collector's office with reference to Records and Correspondence.

APPENDIX I.

[See Section I, rule 5.]

I.—REGISTER OF LETTERS RECEIVED.

Department—General.

Consecutive No. in this register.	Date of receipt.	From whom received.	No. of the letter.	Date.	Subject.	WHERE THE LETTER IS PLACED.		No. and date of reply or abstract or other mode of disposal.	REMARKS.
						No. and title of the collection.	No. of the file within the collection.		
1	2	3	4	5	6	7	8	9	10
1	1st Jan. ...	Commissioner	975	28th Dec. 1886	Confirms the settlement of Jumalpore.	I.—Settlement.	1	Vernacular proceedings ordered 1st January.	*Explanation of specimen entries.*
2	Ditto ...	Ditto ...	984	30th ditto ...	Confirms butwarrah of Seebpore.	II.—Butwarrah.	1	Ditto.	
3	2nd Jan....	Board ...	1,567	14th ditto ...	Asks explanation of discrepancy in statement No. X.	III.—Miscellaneous.	1	Reply dated 4th January 1887.	
4	Ditto ...	Commissioner	2	1st Jan. 1887	Returns settlement of Jaipore for revision.	I.—Settlement.	2	Reply, 30th June 1887.	
5	3rd Jan....	Ditto ...	10	2nd ditto ...	Communicates Board's sanction to expenditure of Rs. 5 for arranging records.	III.—Miscellaneous.	2	No reply.	
6	4th ditto	Ditto ...	12	Ditto ...	Directs acquisition of land for post-office.	IV.—Acquisition of land.	1	Declaration submitted 20th January.	
7	Ditto ...	Ditto ...	15	Ditto ...	Asks opinion on draft of butwarrah law.	II.—Butwarrah.	3	Reply, 28th February.	This will be file 3, and not file 2, of Collection II, butwarrahs, because file 2 has already been assigned at an earlier date to the butwarrah of Kalianpore —*vide* entry No. 1 of the register of letters issued.

N.B.—This register will be divided into parts corresponding with the number of departments into which the correspondence of the office is classified. Each part will be kept separate during the year in the shape of a pamphlet. At the end of the year all the parts will be strongly bound up together.

II.—REGISTER OF LETTERS ISSUED.

Department—General.

Consecutive No. in this register.	Date.	To whom addressed.	Subject.	WHERE THE DRAFT IS PLACED.		No. and date of reply received.	REMARKS.
				No. and title of the collection.	No. of the file within collection.		
1	2	3	4	5	6	7	8
							Explanation of entries.
1	2nd January...	Commissioner ...	Reports for sanction butwarrah of Kahanpore.	II.—Butwarrah.	2	25th February 1887 ...	File No 1 of this collection II, butwarrahs, has already been assigned to the butwarrah of Seebpore—see entry No. 2 of register of letters received.
2	Ditto ...	Ditto ...	Reports embezzlement of stamps	V.—Stamps.	1	15th January.	
3	4th January...	Board ...	Explains discrepancy in statement X.	III.—Miscellaneous.	1	None required ...	Placed on same file as letter No. 3 of "Register of letters received," to which it is a reply.
4	5th ditto ...	Commissioner ...	Reports death of Shibnarain Roy, and recommends that the estate of his minor son, Joynarain, aged eight years, be taken under Court of Wards.	VI.—Wards.	1	28th January.	

N.B.—See the *N.B.* on register No. I, which applies also to this register.

III.—Index Register of English Correspondence.

Department—General.

Number and title of collection.	Number of file within collection.	File subject.	Year under which the file is deposited in the record-room, and collection number.	Remarks.
1	2	3	4	5
I.—Settlement ...	1	Settlement of Jamalpore	I of 1887.	
	2	,, Jaipore ...	III of 1888.	
		Space of half a page at least to be left.		
II.—Butwarrah ...	1	Butwarrah of Seebpore.	II of 1887.	
	2	,, of Kalampore.	Ditto.	
	3	Draft of new butwarrah law.	Ditto.	
		Space of half a page at least to be left.		
III.—Miscellaneous	1	Miscellaneous	III of 1887 ...	The miscellaneous collection, as explained in rule 12, will contain only files in which letters on different subjects are arranged chronologically.
		Space of half a page at least to be left.		
IV.—Acquisition of land.	1	For post-office	IV of 1887.	
		Space of half a page at least to be left.		
V.—Stamps ...	1	Embezzlement of stamps	VIII of 1888.	
		Space of half a page at least to be left.		
VI.—Wards ...	1	Estate of Joynarain ...	III of 1887 ...	This file cannot be placed in the record-room until the minor Joynarain comes of age in 1900, and the estate passes from the management of the Court of Wards.

N. B.—In this register not more than two collections will be opened on each page, so as to leave ample room for entering any number of files (as they are formed) under the collection head to which each belongs.

Every correspondence which begins within the year will be entered at once on this register as soon as it is begun. When, on the transfer of the records of any year to the old record-room, a correspondence is detained among the current records because it is still pending, such correspondence will also be entered in the register for the new year under a new number under rule 18. Column 4 of this register will remain blank until the papers of the file are deposited in the old record-room. The register will be divided into parts corresponding with the departments into which the correspondence of the office is classified.

APPENDIX II.

[See Section I, rule 10.]

FORM A.

[*Specimen of Docket Cover for letters received.*]

1887.

DEPT. GENERAL REV.

From

Commissioner

No. 153. Dated 1st October.

Enclosures 2. Received 2nd ditto.

COLLECTION III: WARDS.

Order Issued, No. 200, dated October 4th.

Space for Collector's order if brief, as

"Draft reply that the minor will reach his majority on 1st February 1898."

FILE No. 2. *Subject of File—*

Release of Jamboonee Estate.

Space for the abstract of the letter, as

Inquires when the Jamboonee Estate will be released.

[See Section I, rule 11.]

FORM B.

[*Specimen of Docket Cover for letters issued.*]

1887.

GENERAL DEPARTMENT.

To

Commissioner

No. 200. Dated 4th October.

COLLECTION III: WARDS.

Reply received, October 10th.

FILE No. 3.

Subject of File—

Release of Jamboonee Estate.

Space for abstract of letter, as

The estate will be released when the minor reaches his majority on 1st February 1898.

APPENDIX III.

[*See Section IV, rule* 1.]

CLASS A (*to be left unmarked*).

TO BE KEPT FOR EVER.

I.—The following REGISTERS, PRESCRIBED BY LAW, lettered A to L, inclusive:—

The GENERAL, PERGUNNAH, REVENUE-FREE, and MUTATION Registers—the COMMON and SPECIAL Registers of the Sale Law—and the Register of CONFIRMED PARTITIONS.

II.—OF THE REGISTERS PRESCRIBED by AUTHORITY (*not by Law*)—

(*a*).—*The following not connected with cases or proceedings*:—

3. Revenue-roll.
6. Lands used for public purposes.
12 and 13. Separate accounts opened, and deposits registered under the Sale Law.
25. Registers of claims to money in deposit.
26. Standing Order Book.
32. Estates held under direct management.
33. Dependent tenures in Government estates.
34. Estates managed by the Revenue authorities under Acts XXXV of 1858, XL of 1858, or IX (B.C.) of 1879.
35. Attached estates.
36. Redemption of petty estates.
39. New estates.
40. Alterations of assessment.
41 and 42. General and Survey records.
45. Lands, &c, owned by ministerial officers.
46. Leave register.

(*b*).—*The Registers of cases or proceedings enumerated under head III below as follows*:—

Nos. 1, 2, 4, 5, 14, 15, 19, 20, and 23, Nos. 1 to 16 and 18 entered in Section V, Chapter on Registers.

III.—All PETITIONS excepting those for sales under Regulation VIII of 1819, which are struck off on payment of the zemindar's demand, which should be placed under class C., PLAINTS, and PLEADINGS,—all POWERS-OF-ATTORNEY,—all lists of EXHIBITS, all unreturned EXHIBITS, and all receipts for returned EXHIBITS,—all MEASUREMENT, ALLOTMENT, or ASSESSMENT PAPERS,—all MAPS,—the autographic ABSTRACT of the evidence, the final JUDGMENT, and DECISION or ORDER,—and the FLY-LEAF—in the following cases and proceedings, or in appeals connected therewith:—

SETTLEMENTS—DIVISIONS—all PROCEEDINGS UNDER THE RENT LAWS (*excepting Notices of Deposit*).—RESUMPTIONS—MUTATIONS—GOVERNMENT Suits.

APPLICATIONS,—for SEPARATE ACCOUNTS,—TO MAKE DEPOSITS,—or for COMMON or SPECIAL REGISTRY under the SALE LAWS—SALES of ALL KINDS.

Claims to compensation for lands taken for public purposes.

"and also excepting those which have no bearing on the decision of the case, such as petitions for adjournment, &c."

3-8-91.

III.—Towjih Registers. 11-5-90

IV.—The following RETURNS :—

No. XXXI.—Accounts of WARDS' and ATTACHED ESTATES.
Nos. XLI and XLII.—The ANNUAL ADMINISTRATION RETURNS in the LAND REVENUE and EXCISE Departments.

V.—The following MISCELLANEOUS PAPERS :—

(*a*).—REPORTS of the DESTRUCTION of RECORDS, and LISTS of PAPERS DESTROYED.
(*b*).—ASSESSMENT PAPERS, KABOOLYATS, &c., of all ESTATES managed by the Collector, whether belonging to Government or to private individuals, and 'Kharcha hisabs' of estates the property of individuals under Khas tehsil.
(*c*).—GENERAL POWERS-OF-ATTORNEY.

OF Survey records lodged in Collectors' offices, the following should be carefully preserved :—

(1)—Professional Survey volumes.
(2)—Maps of all kinds prepared by Superintendents of Survey or Revenue Surveyors, with the measurement papers and field-books appertaining thereto.
(3)—Mouzahwar and mehalwar registers, English and vernacular.

2. Records connected with boundary disputes and excess or untraceable mehals should be treated similarly to the records of Act X suits, &c., &c., according to the rules laid down in Board's Rules.
3. Records of all other cases of a miscellaneous nature should be treated as papers under class C.

CLASS B (*to be stamped with the letter B*).

(No document to which the preliminary rule with which this Manual opens applies shall be placed in this class.)

TO BE KEPT IN THE RECORD-ROOM FOR TWELVE YEARS AND THEN DESTROYED.

I.—Of the REGISTERS PRESCRIBED by AUTHORITY.

(*a*)—*The following not connected with cases, &c., No.* ~~20 Process.~~
(*b*)—*And the register of cases or Proceedings enumerated in Heading II below as follows* :—

No. 17 (in Section V of Chapter on Registers,) and Nos. 16, 25.

II.—The papers enumerated in Heading III, Class A, in the following cases :—

NOTICES of DEPOSIT under the Rent Laws.
EXECUTION OF GOVERNMENT DECREES.
RECOVERY of STAMPS in PAUPER SUITS.
APPLICATIONS for WASTE LANDS.
CLAIMS to MONEY in DEPOSIT.

III.—All BOOKS of ACCOUNT kept by the Treasurer, Accountant, &c. except the registers of revenue and other deposits specified under class A.

CLASS C (*to be stamped with the letter C*).

(No document to which the preliminary rule with which this Manual opens applies shall be placed in this class.)

All papers of every description not enumerated above—whether REGISTERS, RETURNS, CASES or PARTS of CASES, or MISCELLANEOUS, are to be kept for two full years in the record-room and then destroyed.

APPENDIX IV.

FORM A.

[See Section VIII, rule 6].

Form of Application for Information.

Upper portion.

1	2	3	4	5	6	7	8
Number and date.	Name and residence of applicant.	Nature of the information required.	Ordinary searching fee deposited in court-fee stamp.	Extra searching fee deposited in court-fee stamp.	Date and (if extra fees have been paid) hour by which the information is to be ready.	Signature of officer receiving the application.	REMARKS.
Lower portion, same as above, and divided from upper portion by a pricked line.							

FORM B.

[See Section VIII, rule 2].

Form of Application for Copies.

Counterfoil.]

Name of applicant_____

Date of receipt of application_____

Time by which the copy required is to be ready _____

1	2	3	4	5	6	7	8	9	10	11	12
Number and date of application.	Name, residence, and description of applicant.	Specification of paper of which the copy is required.	Case or proceeding in which such paper is to be found or was filed.	Ordinary searching fee deposited in court-fee stamp.	Extra searching fee deposited in court-fee stamp.	Number of folios filed with application.	Name of officer or department where the paper in question is to be found.	Date and (if extra searching fees have been paid) hour by which copy is to be ready.	Name of copyist.	Name of officer receiving application who fills up the three preceding columns.	REMARKS.

FORM C.

[See Section VIII, rule 7].

Form of Register of Applications for Information.

1	2	3	4	5	6	7	8	9	
Number.	Date of application.	Name and residence of applicant.	Nature of information required.	Date on which information was supplied.	Ordinary searching fee paid in court-fee stamp.	Extra searching fee paid in court-fee stamp.	Total of columns 6 and 7.	Signature of the officer receiving the application.	REMARKS.

FORM D.

(See Section VIII, Rule 19.)

Register of applications for copies.

(To be maintained in all Revenue offices and to be preserved for three years.)

Serial number.	Name of applicant.	Date of application.	Nature of document of which copy or inspection is applied for, and number and year of cases in which filed.	Whether applicant requires		Number of folios.				Extra fee for urgent copy.	Court fees for certified copy.	Fees for search or inspection.	Date on which copy was ready for delivery.	Date on which delivery was taken.	Remarks.
				Certified copy.	Uncertified copy.	Filed with application.	Filed afterwards, with date of filing.	Used.	Returned unused.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Note.—In the column for remarks should be noted any copies which, though originally applied for and granted as "uncertified," are subsequently converted into "certified" copies.

1-6-92.

FORM D.

[See Section VIII, rule 19].

Register of Applications for Copies.

Serial number.	Date of application.	Name of applicant.	Ordinary searching fee paid in court-fee stamp.	Extra searching fee paid in court-fee stamp.	NUMBER OF FOLIOS.				Date on which copy was ready for delivery.	Date on which delivery was taken.	Court-fee levied on certified copies under rule 18.	REMARKS.
					Filed with applications.	Filed afterwards.	Returned unused.	Used.				
1	2	3	4	5	6	7	8	9	10	11	12	13

APPENDIX V.

[See Section IX, rule 17].

ENGLISH OFFICE.

[*Questions for the use of an officer inspecting the English Department of the Collector's Office.*]

1. Are the instructions contained in rules 1 to 6 Section 1, of this Manual regarding classification and registration of English correspondence strictly followed?
2. Is the collection system thoroughly understood?
3. Is every fresh letter treated in the manner laid down in rules 10 and 11, Section 1?
4. Is care taken not to mix up two or more different subjects in a single file?
5. Is every letter both received and issued entered in the file slip as soon as it is received and issued?
6. Are rules 13 to 17, Section 1, regarding the arrangement of current correspondence, strictly attended to by the head-clerk?
7. Do the clerks keep files on their tables after they are disposed of?
8. Are office notes or "keep-withs" kept in the file to which they belong?
9. Are all letters received and issued invariably entered in the registers? And are these registers written up to date?
10. Is attention paid to rules 8 and 9 prescribing the mode of keeping the Index Register and Registers Nos. I and II, and of the incorporation of the different portions of each register into one volume at the end of the year?
11. Have the registers of past years been bound as directed in clause 9 above alluded to?
12. Are registers I and II kept up to date?
13. Are new registers prepared every year?
14. Are dockets written intelligently and neatly?
15. Are the files examined prior to their transfer to the record-room?
16. Is the retention of a file at the expiration of a year noted in the Index Register for that year?
17. When is column 4 of the Index Register filled up?

Current Records, Section III.

1. Is a ministerial officer placed at the head of each department and held responsible for all papers of any one in his department?
2. Is there a separate press for the papers of each department, and has the officer in charge of the department the key of it in his custody?
3. Does the Serishtadar see that papers duly received are duly made over to the departmental officers?
4. Are rules 3, 4, and 5 of Section III, duly attended to?

MOHAFIZKHANA.

[*Questions for the use of an officer inspecting the Mohafizkhana of the Collector's office.*]

1. Are the records arranged according to pergunnahs and estates as required in Section 2, rule 1?
2. Is a separate shelf set apart for every pergunnah, and is the name of the pergunnah clearly and durably written on the shelf?
3. Have periodical returns and papers of a general nature a separate press assigned to them?
4. Are the records of estates not borne on the revenue-roll of the district arranged by estates in a different series from that of estates borne upon the district-roll?

5. Are records of lands belonging to the district, but borne on the revenue-roll of other districts, kept here?

6. Are records of lands belonging to other districts, but borne on the revenue-roll of this district, kept here?

7. Are all cases of whatever nature connected with one estate kept together?

8. Is each case tied up separately between boards, and are all the cases of one estate included in one bundle?

9. Does each bundle contain a list of the enclosed cases with the date of the year in which they occurred?

10. Is the name and date of the case inserted in the list when a fresh case is added to the bundle?

11. Is a register kept of the contents of each shelf?

12. Is a general index register in form 41 kept up? Is it up to date?

13. Are all valuable documents, including quinquennial papers, rent-free registers, copies of title-deeds, kept under double lock and key? Who keeps the keys?

14. Are such documents in good condition?

15. Are they kept in a wire rack or in a separate almirah? If an almirah, is it tin-lined, and are the front and sides filled up with wire-work to admit of the free circulation of air?

16. Are survey records and maps kept separately? Have they got separate registers of their own? How are they arranged?

17. Are they in good condition?

18. Are they periodically inspected by the Deputy Collector in charge or the Collector?

19. When were they last inspected?

20. How many different departments are there at present in the Collector's office which are required to make over their records regularly to the record-keeper?

21. Up to what date have the records of each of these departments been received by the record-keeper? Up to what date have the records been received from each sub-division?

22. Are the instrucions given in rule 5, Section III, observed in furnishing records required for reference, as also at the time when they are required?

23. Are the papers of a record divided into A, B, C files before it is made over to the record-keeper?

24. Are all papers connected with each case classified strictly in accordance with Appendix III?

25. Are the B and C papers stamped as required by rule 3, Section IV?

26. Do the record-keeper and his assistants understand thoroughly the system of classification?

27. Are there two fly-leaves to each record? Are these fly-leaves correctly filled up? (rules 4 and 5).

28. Does the record-keeper check the classification by departmental officers before placing a record on its proper rack or shelf?

29. Are the A, B files kept together, and the C file on a separate rack?

30. Are the C papers on their separate racks arranged according to dates of decision and classes of cases?

31. Are C papers two years old destroyed in January of each year?

32. Up to what date have they been destroyed?

33. Are B papers destroyed annually after 12 years?

34. Up to what year have they been destroyed?

35. Are there any B and C papers in the record-room more than 12 and 2 years old respectively?

36. If so, what prevented their destruction at the prescribed time?

37. Are applications for information as well as for copies made in printed forms?

38. Has the nazir a good supply of these forms?

39. Are informations required timely supplied to the applicants?

40. Are the registers of applications for information and for copies regularly kept up? Are they written up to date?

41. Are the sums realized by the sale of useless papers paid into the treasury?

42. What is the number of cases in which folios have been returned under rule 21 of Section VIII?

43. How many applications for unstamped papers and documents, and how many for stamped copies are now pending for disposal?

44. Are copies of surveyor's village plans and of tabbust and khasra maps freely supplied to the parties who apply for them?

45. How is the task of comparing performed? Is it done by an officer of the fixed establishment or by a special comparer?

46. Has the record-keeper and his assistant given security (*hazir zamin*)?

47. How many records are lying in the record-room not yet deposited in their proper places?

48. What is the oldest date on which any of those were received?

49. What sort of paper is used for the vernacular records?

50. Do the records suffer injury from insects or damp?

51. Is the accommodation sufficient?

52. Who has access to the record-room?

53. Is there a "no admittance" notice posted above the door?

54. How many copyists are employed under the record-keeper, and what are the average earnings of each?

55. Are all of the court-fee stamps contained in the record properly punched and further defaced by the signature of one of the court officers across them?

56. Are they punched a second time at the record-room?

57. Are the dates of punching by the record-keeper duly recorded on the records?

58. Are the punched-out pieces regularly burnt?

59. Is periodical inspection of records made by heads of offices in order to ascertain that the stamps have been properly punched and have not been removed?

60. Are all settlement records and papers carefully kept?

61. Are settlement *ruidads* kept in tin-lined almirahs?

62. Have the Commissioner's instructions (if any) about the record-room on his last inspection been carried out?

R.D'R. & others—Reg. No. 15078J—600—22-5-88.

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